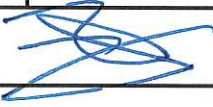


TITLE: City Administrative Manual		
SUBJECT: Emergency Advance Leave		
VOLUME NO. 1	PAGE NO. 1 of 2	INSTRUCTION NO. 04.17
CITY MANAGER APPROVAL: 	EFFECTIVE DATE: 03/19/20	REVISION DATE: 12/10/20

PURPOSE

This policy develops guidelines for employees' use of accruals if the City of National City's City Council declares a public health emergency.

SCOPE

This policy applies to all City employees.

POLICY

The City of National City Council has the authority to declare a local public health emergency including for a pandemic in accordance with the California Emergency Services Act (Government Code Section 8558). If a public health emergency is declared either by the City or another government agency that is recognized by the City, the City will take appropriate precautions to help employees remain healthy.

If an employee is ill with flu-like symptoms or exhibits other symptoms of a declared public health risk, as defined by the Centers of Disease Control and Prevention (CDC), the employee may request and will be advanced up to 80 hours of sick leave per fiscal year. This leave will be coded as "emergency advance leave" credit.

This leave can also be used if the employee is caring for an ill family member or caring for a son or daughter under 18 years of age if the school or place of care has been closed, or if the child care provider is unavailable. This "emergency advance leave" can be used by full-time and part-time employees.


The "emergency advance leave" credit is treated like regular sick leave and employees will follow the same process to request "emergency advance leave" as they do for regular sick leave.

Once an employee returns to work and begins accruing sick leave, the credit for the new sick leave hours will reduce the negative "emergency advance leave" before any positive sick leave hours are credited.

At no time shall an employee have a negative sick leave balance that exceeds the maximum of 80 hours.

If an employee separates from the City and is at a negative sick leave balance, the employee may be required to repay the sick leave from their final paycheck.

Check one: New ☐ Update ☒ Delete ☐

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RESPONSIBLE PARTIES

City Council
City Manager's Office
Human Resources Department
Finance Department

RELATED POLICIES

Public Emergency Order Not to Report to Normal Work Location and Authorization of Compensation.

REFERENCES

Centers for Disease Control and Prevention (CDC) - <https://www.cdc.gov/>

FORMS

Sick Leave Form